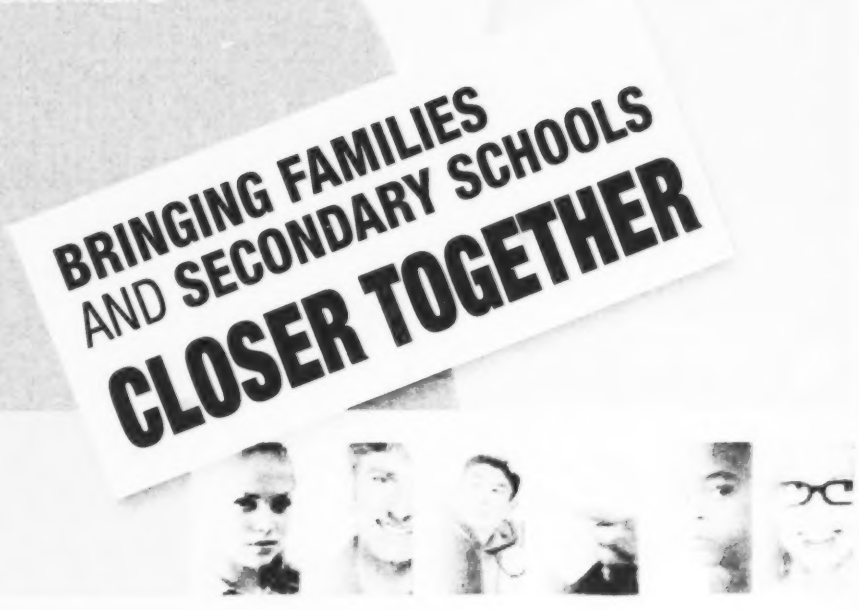
# Appendix 3

## Results-Analysis Forms

Related to the Questionnaire for Parents



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Note: The forms in this appendix are part of a kit that includes an inventory of practices for school staff, a questionnaire for parents and a companion guide that outlines the entire process and provides additional material. Several people from the education community and partner organizations validated the kit's content. A list of these people can be found in the Companion Guide.

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# *RESULTS-ANALYSIS FORMS RELATED TO THE QUESTIONNAIRE FOR PARENTS*

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# RESULTS-ANALYSIS FORM FOR THE QUESTIONNAIRE FOR PARENTS

## DIVERSIFYING AND FACILITATING COMMUNICATION BETWEEN PARENTS AND THE SCHOOL

*School:* _____

*Date of meeting:* _____

*Meeting leader or resource person:* _____

*Number of parents present:* _____

**Identification of the parents present and characteristics of the group of parents** (e.g. mother or father, families' cultural origins):

_____

_____

_____

_____

**These parents have teenagers enrolled in:**

Secondary I ☐

Secondary II ☐

Secondary III ☐

Secondary IV ☐

Secondary V ☐

Other (specify) _____

## A What do you think about the communication between parents and the school?

*Based on the answers to the questions and the comments in section A (statements 1 to 18):*

**Indicate parents' perceptions of the availability of school staff (statements 1, 2, 13, 16, 17 and 18).**

**Indicate parents' perceptions of the clarity and usefulness of the information provided by the school (statements 5, 6, 7, 8, 9, 10 and 15).**

Indicate parents' general perception of the welcome they receive at the school (statements 3, 4 and 14).

Indicate the parents' level of comprehension of written and verbal communications (statements 11 and 12).

## B *What do you think could improve communication between parents and the school?*

*Based on the answers to the questions and the comments in section A (statements 19 to 40):*

Indicate those aspects that parents consider very important for ensuring communication between families and the school.

Indicate other aspects that parents consider important, but not priorities.

Indicate aspects that parents consider less important.

Other comments or specific requests by parents (written or verbal) concerning communication between parents and the school:

Comments by the meeting leader (organizational conditions, atmosphere during the meeting, etc.):

## *KEY POINTS RELATING TO FOCUS AREA 1*

**Summarize parents' perceptions and suggestions for facilitating communication with respect to:**

The availability and clarity of information provided by the school

Things that could contribute to improving communication between parents and the school

Note: Please include the completed questionnaires with this form.

## *RESULTS-ANALYSIS FORM FOR THE QUESTIONNAIRE FOR PARENTS*

### *HELPING PARENTS EXERCISE THEIR ROLE*

*School:* _____

*Date of meeting:* _____

*Meeting leader or resource person:* _____

*Number of parents present:* _____

**Identification of the parents present and characteristics of the group of parents** (e.g. mother or father, families' cultural origins):

_____

_____

_____

_____

**These parents have teenagers enrolled in:**

Secondary I ☐

Secondary II ☐

Secondary III ☐

Secondary IV ☐

Secondary V ☐

Other (specify) _____

## A Participation in meetings at the school

*Based on the answers to the questions and the comments in section A (statements 1 to 8):*

Indicate parents' perceptions of the usefulness and content of information meetings (statements 1, 4 and 6).

Indicate parents' perceptions of the possible benefits of these meetings (statements 7 and 8).

Indicate parents' general perception of the organizational aspect of the meetings (statements 2, 3 and 5).

## B *Non-participation in meetings at the school*

*Based on the answers to the questions and the comments in section B (statements 9 to 21), indicate why parents did not participate in any meetings:*

**Lack of information (statements 11 and 19)**

**Not available (statements 10, 12 and 20)**

**Personal situation made it too difficult to attend (statements 15, 16, 17, 18 and 21)**

**Not interested in attending, uncomfortable with the idea of attending or already sufficiently informed about the subject matter (statements 9, 13 and 14)**

## C The school's role in keeping parents informed

*Based on the answers to question 22, does the school provide parents with enough information on their teenager's development?*

| YES | Number of parents | NO | Number of parents |
|---|---|---|---|
| | | | |

*Based on the answers to question 23, does the school provide parents with enough information on the importance of their relationship with their teenager?*

| YES | Number of parents | NO | Number of parents |
|---|---|---|---|
| | | | |

*Based on the answers to question 24, does the school organize or make parents aware of services or activities that could help them exercise their role?*

| YES | Number of parents | NO | Number of parents |
|---|---|---|---|
| | | | |

## D Topics of interest to parents

*Based on the answers to the questions and the other subjects mentioned in section D (statements 25 to 49):*

**Indicate the three topics that parents consider most important and would like to have more information on.**

_____

_____

_____

_____

**Indicate the other topics that parents showed interest in.**

_____

_____

_____

_____

**Indicate the topics that parents showed little interest in.**

_____

_____

_____

_____

## E *Ways of keeping parents informed*

*Based on the answers to the questions and the other suggestions in section E (statements 50 to 53), indicate the ways of providing information favoured by parents.*

**The ways of providing information that are favoured by parents (in descending order of importance):**

_____

_____

_____

_____

**Other suggestions from parents:**

_____

_____

_____

_____

## F. Making it easier for parents to participate in meetings

*Based on the answers to the questions and the suggestions in section F (statements 54 to 56), indicate ways of facilitating parent participation.*

*Other comments or specific requests by parents (written or verbal) with respect to making it easier for parents to exercise their role:*

*Comments by the meeting leader (organizational conditions, atmosphere during the meeting, etc.):*

## KEY POINTS RELATING TO FOCUS AREA 2

**Summarize parents' perceptions and suggestions for making it easier to exercise their role:**

Parents' reasons for participating or not participating in school meetings (information, availability and favourable conditions):

Topics of most interest to parents:

Topics of least interest to parents:

Parents' suggestions for encouraging them to participate more actively:

Note: Please include the completed questionnaires with this form.

## *RESULTS-ANALYSIS FORM FOR THE QUESTIONNAIRE FOR PARENTS*

**FOCUS AREA 3** ***ENCOURAGING PARENTS TO PARTICIPATE IN SCHOOL LIFE***

*School:* _____

*Date of meeting:* _____

*Meeting leader or resource person:* _____

*Number of parents present:* _____

**Identification of the parents present and characteristics of the group of parents** (e.g. mother or father, families' cultural origins):

_____

_____

_____

_____

**These parents have teenagers enrolled in:**

Secondary I ☐

Secondary II ☐

Secondary III ☐

Secondary IV ☐

Secondary V ☐

Other (specify) _____

## A Participation in school activities (shows, sports, exhibits, etc.)

*Based on the answers to the questions and the comments in section A (statements 1 to 8), indicate parents' opinions about their presence at school activities:*

Parents' reasons for attending school activities (statements 2, 6, 7 and 8)

Possible benefits of attending these activities (statements 4 and 5)

Their general reaction (statements 1 and 3)

## B Non-participation in school activities

*Based on the answers to the questions and the comments in section B (statements 9 to 22), indicate parents' reasons for not attending any school activities:*

**Lack of information (statements 17, 20 and 21)**

**Lack of self-assurance (statements 13, 18 and 19)**

**Not able to attend (statements 9 and 12)**

Difficulty getting to the school or lack of information and services (statements 14, 15, 16 and 22)

Lack of interest on the part of parents or students (statements 10 and 11)

*List, in descending order of importance, the obstacles most often mentioned by parents in their answers and comments.*

## C Participation as a volunteer

*Based on the answers to the questions and the comments in section C (statements 23 to 27), indicate parents' opinions about their participation as volunteers.*

**Their general reaction (statements 23, 25 and 27)**

**Their assessment of their participation in volunteer activities (statements 24 and 26)**

## D Non-participation as a volunteer

*Based on the answers to the questions and the comments in section D (statements 28 to 43), indicate parents' opinions about their non-participation as volunteers.*

**Lack of information (statements 37, 40, 41 and 42)**

**Their teenager's behaviour (statements 30 and 32)**

**Lack of availability (statements 28, 31 and 43)**

**Difficulty getting to the school or lack of services (statements 33, 34, 35 and 36)**

**Lack of interest or lack of self-assurance (statements 29, 38 and 39)**

*List, in descending order of importance, the obstacles most often mentioned by parents in their answers and comments.*

## E Making it easier for parents to volunteer

*Based on the answers to the questions and the suggestions in section E (statements 44 to 50), indicate parents' main suggestions for encouraging them to participate in school life:*

_____

_____

_____

_____

_____

_____

*Based on the answers to question 51 in section E, are parents interested in becoming volunteers at school?*

**YES** Number of parents ☐ **NO** Number of parents ☐

*Activities parents would like to volunteer for:*

_____

_____

_____

_____

_____

_____

_____

_____

_____

Other comments or specific requests by parents (written or verbal) concerning parent participation in school life:

Comments by the meeting leader (organizational conditions, atmosphere during the meeting, etc.):

## *KEY POINTS RELATING TO FOCUS AREA 3*

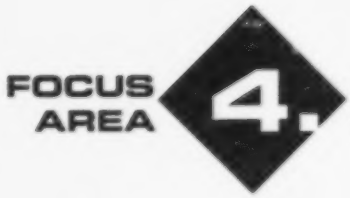
**Summarize parents' perceptions and their suggestions for making it easier for them to participate in school life with respect to:**

Their reasons for participating or not participating in school activities (information, availability and interest) and volunteering:

Parents' suggestions for encouraging volunteering and participation in school activities:

Note: Please include the completed questionnaires with this form.

## *RESULTS-ANALYSIS FORM FOR THE QUESTIONNAIRE FOR PARENTS*




***WORKING MORE CLOSELY WITH THE COMMUNITY TO MEET THE NEEDS OF FAMILIES AND YOUNG PEOPLE***

*School:* _____

*Date of meeting:* _____

*Meeting leader or resource person:* _____

*Number of parents present:* _____

**Identification of the parents present and characteristics of the group of parents** (e.g. mother or father, families' cultural origins):

_____

_____

_____

_____

**These parents have teenagers enrolled in:**

Secondary I ☐

Secondary II ☐

Secondary III ☐

Secondary IV ☐

Secondary V ☐

Other (specify) _____

## SECTION 1 :
## WORKING WITH THE COMMUNITY TO MEET THE NEEDS OF YOUNG PEOPLE

*Note: The results from this section may be made available to the organizations concerned.*

### A *Knowledge of community organizations*

*Based on the answers to the questions in section A (statements 1 to 3), indicate whether parents know about and use the services of local organizations:*

### B *Improving parents' knowledge of community organizations*

*Based on the answers to the questions and the suggestions in section B (statements 4 to 7), list, in descending order of importance, the services and organizations that parents would like to find out more about:*

## C Parents' concerns

*Based on the answers to the questions in section C (statements 8 to 10), indicate parents' degree of concern about:*

**Safety in the parks**

_____

**Organized activities for teenagers in the parks**

_____

**Facilities in the schoolyard and parks**

_____

*Based on the answers to the questions and comments in section C (statements 11 to 18), list, in descending order of importance, parents' main concerns about their teenagers:*

_____

_____

_____

_____

_____

_____

## D Cultural and scientific activities for young people

*Based on the answers to the questions and the other suggestions in section D (statements 19 to 36):*

**List three cultural and scientific activities that parents feel young people are most interested in.**

_____

_____

_____

_____

_____

**List other cultural and scientific activities that young people are interested in.**

_____

_____

_____

_____

_____

**List the cultural and scientific activities chosen least often.**

_____

_____

_____

_____

_____

## E Sports activities for young people

*Based on the answers to the questions and other suggestions in section E:*

**List the team sports that young people are interested in (section E, statements 37 to 47). Indicate the three team sports mentioned most often.**

**List the individual sports that young people are interested in (section E, statements 48 to 58). Indicate the three individual sports mentioned most often.**

**List the sports activities that parents consider most important.**

## F Activity schedule

*Indicate the best times for offering activities (section F, statements 59 to 64 and other suggestions).*

**List these times in descending order of importance.**

_____

_____

_____

_____

_____

_____

**List parents' suggestions of organizations that the school could collaborate with (section F, statement 65).**

_____

_____

_____

_____

_____

_____

## *KEY POINTS RELATING TO FOCUS AREA 4, SECTION 1*

**Summarize here:**

The main areas in which parents would like to improve their knowledge of community organizations and the services they offer

Parents' main concerns about their teenager

The cultural, scientific and sports activities chosen most often

The cultural, scientific and sports activities chosen least often

**SECTION 2:**
**WORKING WITH THE COMMUNITY TO MEET THE NEEDS OF FAMILIES**

*Note: The results from this section may be made available to the organizations concerned.*

### A Activities and services that would be useful for you as a parent

*Based on the answers to the questions in section A (statements 66 to 81), list the activities and services parents consider most useful.*

### B Activities and sports that interest you

*Based on the answers to the questions in section B (statements 82 to 98), list the three activities or sports that parents are most interested in.*

List other activities and sports that parents are interested in.

List the activities and sports that were chosen least often.

Other comments or specific requests by parents (written or verbal) concerning closer collaboration between the school and community to meet the needs of families and young people:

Comments by the meeting leader (organizational conditions, atmosphere during the meeting, etc.):

## *KEY POINTS RELATING TO FOCUS AREA 4, SECTION 2*

**Summarize here:**

The activities and services parents consider most important

_____

_____

_____

_____

_____

_____

_____

The activities and sports chosen most often by parents

_____

_____

_____

_____

_____

_____

_____

Note: Please include the completed questionnaires with this form.